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OD/OER file

24 AUG 1967

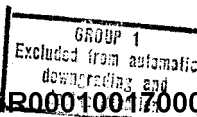
MEMORANDUM FOR: Chief, Information Services Group, CRS

SUBJECT: OER Participation in CRS Referral System

1. OER's list of Referral Officers is attached as requested. Instead of listing all research personnel, we have designated branch and staff chiefs as Referral Officers and other senior personnel as alternates, who are authorized to respond to inquiries when the Referral Officer is unavailable. This use of our senior people will enable them to get a feel for the problems involved, if any, and to insure that requests are handled in a competent manner.

2. It is our understanding that the CRS staff will act as a broker to insure that the prospective requester is put in contact with the Referral Officer of the appropriate OER component, without requiring formal written communications with the CRS staff. The exchange of information will then take place directly between the responsible OER officer and the requester.

3. We view this procedure as (a) a means of informing requesters of finished economic intelligence already published or on file in manuscript in our research components, (b) as a way to apprise requesters of work in process, and (c) as a means to respond rapidly to spot questions, when the needed information is at hand. Questions which require major updating of past research or the undertaking of wholly new projects will be reviewed in accordance with established OER practices for the initiation of new research activities.

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4. It is requested that CRS inform us sufficiently in advance of the planned operational date for the Referral System to permit us to brief our personnel on the system and acquaint them with procedures to be followed in putting the system into effect.

FOR THE DIRECTOR OF ECONOMIC RESEARCH:

25X1A


Executive Assistant
Economic Research

Attachment:

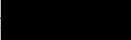
As stated above.

Distribution:

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1 - EA/ER w/att.

EA/ER:  ajs/6710(24 Aug 67)

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